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4 May 1966

MEMORANDUM FOR : Executive Director/Comptroller

SUBJECT : Report of Cable Secretariat Operations 1-30 April 1966

1. Cables Processed

a. The combined work units of CIA and non-CIA cables totaled 57,590 items broken down as follows:

CIA IN	20,222
CIA OUT	8,268
Miscellaneous - Archives (698)	4,674
Non-CIA Units	<u>24,426</u>
Total Work Units	57,590

b. CIA IN and OUT cables totaled 114,790 for the period January-April 1966, up 1.5% compared to the same period in 1965 (113,160) and 6% higher than the same period in 1964 (109,759).

c. Non-CIA cables for January-April 1966 totaled 95,749, an increase of 32% over the same period in 1965 (72,200) and 56% more than the same period in 1964 (61,473).

d. Work units totaled 231,850 for January-April 1966, up 15% over the same period in 1965 (202,891).

e. 1,474 cables or 3% of all cables processed were furnished to the Director as compared with 997 or 1.5% for April 1966. A substantial portion of the increase was due to the Director's request that he be on the dissemination of all NATO cables.

2. Personnel

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Our personnel strength is down to [ ] persons - nine short of our ceiling of [ ] [ ] has met with representatives of the Office of Personnel in response to the very helpful memorandum from [ ] They have promised to do all they can to fill our vacancies soon.

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### 3. General

a. While it is the responsibility of the Cable Secretariat to disseminate cables, including selection of those cables which should go to the DCI, it has long been the practice of the Senior Intelligence Duty Officer (now the SDO in the OPSCEN) to select from cables available to him those which he thought should go to the DCI. The Cable Secretariat was never aware of what cables were selected or the criteria followed. The SDO was unaware when he made his selection whether the Cable Secretariat had selected the same item for the DCI or not. This has been resolved and the matter clarified. The Cable Secretariat now selects for DCI (as it has all along), keeps the SDO informed of which ones are selected, and the SDO can ask the Cable Secretariat to include the DCI in the dissemination of any item he feels appropriate. The SDO doesn't select independently and reproduce copies. This revised practice has eliminated duplication of reproduction, fixed responsibility where I believe it belongs, achieved uniformity in dissemination practice--and added to our workload. But it is worth it to get the issue resolved. As a part of the O/DCI, I have understood from July 1952 that it was my job to select for DCI. I appreciate fully the SDO's job to alert the DCI and to brief him on significant happenings, but this, to me, is separate and distinct from cable dissemination.

b. On 12 April 1966 the procedure for processing Intel Reports and the format of such reports was revised in an effort to reduce the workload in the Cable Secretariat of processing Intel items. The revised procedure, in short, called for: a) equipping the teletype machine in Signal Center with offset masters, b) issuing instructions to communicators and originators around the world as to the proper formatting, and c) revising handling procedures in the Intelligence Watch and Cable Secretariat to take advantage of the machine--prepared masters. The system is complex and really is far from what we would like, i.e., a computer controlled system, but it is a distinct improvement workload-wise over what we had. Cable Secretariat, FI/INT/RC, FI/IW, and 25X1A Signal Center worked closely together in designing the new TD format and preparing the necessary instructions to make the change possible. I would be remiss if I didn't record for your information the names of those who did so much to make this rather significant change possible. [redacted] in FI/IW, [redacted] in Signal Center, [redacted] in FI/INT/RC, and, within the Cable Secretariat, [redacted] and [redacted] were the ones carrying the load. The degree of cooperation among personnel in the Signal Center, Office of Communications, FI, FI/INT and FI/IW in DDP, and the Cable Secretariat is, and has been for some time, truly outstanding. It is clear that we are all striving toward one objective: to do what is best for the Agency. It is too early to measure savings or to assess 25X1A

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with any accuracy just what the benefits may be in the long run, except to state that they are significant. After the new procedures have been tested and are well known by all concerned, I will report to you on what seem to be the net gains. At this time, if I reported only that three offices have combined their efforts and skills and have, with considerable give-and-take, achieved a common objective, I believe my report would be noteworthy.

c. I visited the ITT facility at Paramus, New Jersey, and saw certain of the EDP equipment being readied for installation in State Department. They are coming right along.

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Cable Secretary

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